

California Department of Health Services Reorganization Milestones

Milestones Completed Through May 18, 2007

Legislative

- Governor called on Legislature to work with him to reorganize the California Department of Health Services (CDHS) and create a new California Department of Public Health (CDPH)
- CDHS management met with external stakeholders, CDHS management, Senator Ortiz, and legislative staff to determine which programs should be under the jurisdiction of CDPH, as authorized by SB 162 (Ortiz).
- Governor signed SB 162 (Chapter 241, Statutes of 2006).
- Draft clean up legislation to SB 162 as needed
- Governor issues proclamation that April 2-8, 2007 is California Public Health Week.
- Celebrated California Public Health Week.

Planning and Budgeting

- Developed plan to implement the reorganization within the budget neutrality constraints of SB 162.
- Identified positions and funds required to effect the reorganization. Documented the impacts that using these resources would have on program operations and administration. Identified suitable positions within the organization for placing those few employees who occupy positions that will be redirected or reclassified to implement the reorganization.
- Developed mission statements, program structures and budget detail needed to display CDPH and the Department of Health Care Services (DHCS) separately in the Governor's 2007 Budget.
- Developed organizational structures for CDPH and DHCS to effectively carry out the focused and enhanced missions of each department.
- Met with external stakeholders and CDHS management and staff to present mission statements, program structures, budgets and organization charts for CDPH and DHCS.
- Testified before Senate and Assembly budget subcommittees on the Governor's budget for CDPH and DHCS.

Communication and Change Management

- Surveyed all CDHS staff to capture their opinions and concerns on the different aspects of the reorganization process.
- Procured a Change Management Consultant to help CDHS management maximize opportunities for advancing the missions of CDPH and DHCS

and ameliorate any negative impacts that the reorganization process might have on employees and programs.

- Published six Updates on the Reorganization and 2 sets of Frequently Asked Questions to inform CDHS staff and external stakeholders of the progress of the reorganization.
- Made two major presentations on the reorganization efforts to the CDHS Section Chiefs and Above meetings. Empowered Section Chiefs to push out information about the reorganization through their ongoing communications with Unit Chiefs and staff.
- Identified “Stewards” in each of the department programs to assist with various reorganization tasks, especially providing information to staff and answering their questions about the reorganization. Steward’s List posted on CDHS Reorganization website.
- Published Reorganization Reference Guide (a compendium of over 70 questions and answers on different aspects of the reorganization) on CDHS Reorganization website.

Administrative Support Functions, Workload, and Staff

- Divided functions and workload between departments in the following areas:
 - Administrative Division
 - Information Technology Services Division
 - Office of Civil Rights
 - Office of Legal Services
 - Office of Legislative and Governmental Affairs
 - Office of Public Affairs
 - Internal Audits
- Developed the process for assigning employees who work in CDHS organizational units which will be split due to the reorganization, to their new departments. CDHS management determined which units, sections, or branches perform workload entirely for a specific department; determined the skills-based business expertise that each department must have; identified employees with required skills-based business expertise; published state service seniority scores for potentially affected employees; and provided time for employees to appeal their seniority scores.
- Met with employee labor unions to lay out the employee assignment process and answer questions.
- Conducted the employee assignment process for Managerial/Supervisory/Confidential employees; published the results so represented employees could consider this information when making their choice of departments.
- Conducted the employee assignment process for represented employees; published the results.
- Programs giving up filled positions for the redirection informed affected employees of their placement options and transitioned staff to new assignments.

Executive Recruitment

- Developed process and schedule for recruiting executive staff (Exempts and CEAs) for CDPH and DHCS.
- Sent CEA packages to SPB for review and approval.
- Released recruitment bulletins for CEAs, pending SPB approval.
- Governor's Office announced appointment of Dr. Mark Horton as the director for California Department of Public Health.
- Made appointments to the following DHCS executive vacancies-- Chief Deputy Director, Operations; Deputy Director, Legislative and Governmental Affairs; Special Assistant to the Director; Chief, Safety Net Financing Division.
- Made appointments to the following CDPH executive vacancies— Associate Director, External Affairs; Deputy Director, Legislative and Governmental Affairs.

Interagency Agreements, Memoranda of Understanding and Contracts

- Identified reorganization transition issues requiring Interagency Agreements or Memoranda of Understanding between CDPH and DHCS.

Space

- Identified space renovation needs for CDPH Director's Office and the costs associated with it.
- Combined all the moves associated with the reorganization and those needed to maximize the efficient use of space within the East End Complex into a Master Move Schedule for the department.
- Published Master Move Schedule and Diagram on CDHS Reorganization website.

Information Technology

- Adopted new email address naming convention for CDPH and DHCS; reserved domain names (CDPH.CA.GOV and DHCS.CA.GOV); identified IT program applications which need to run in both departments after the reorganization; developed requirements for the new CDPH and DHCS websites.
- Developed and tested programs for renaming existing email addresses.
- Met with users to ascertain business needs, necessary modifications, and timing for IT program applications which need to run in both departments after the reorganization.
- Designed CDPH and DHCS Internet websites.
- Met with CDPH and DHCS key program contacts and Deputy Directors to preview new Internet websites.

Public Health Advisory Committee

- Obtained the Governor's Office approval of the process CDHS will use to assemble a pool of well-qualified applicants for the Governor's appointment of nine members of the Public Health Advisory Committee (PHAC).
- Presented the process for soliciting PHAC applications to external stakeholders.
- Solicited applications from the public health community for Governor's appointees to the PHAC.
- CDHS review teams read and scored applications for PHAC membership.
- The Director and State Public Health Officer reviewed PHAC applications and sent their recommendations to the Agency Secretary and the Governor's Office.

Remaining Milestones Currently In Process***Legislative***

- All milestones in this area completed.

Planning and Budgeting

- All milestones in this area completed.

Communication and Change Management

- Send notices about the timing and rollout of the reorganization to external stakeholders (local health departments, contractors, grantees, providers, industry groups, advocates, sister departments, etc.).
- Hold informational meetings about the timing and rollout of the reorganization with all CDHS staff.
- Talk about the timing and rollout of the reorganization at all presentations to external groups.
- Post updated information about the reorganization on the CDHS website.
- Hold an inaugural event to launch the reorganization and acknowledge our successful reorganization effort.

Administrative Support Functions, Workload, and Staff

- Develop and publish DHCS and CDPH organizational charts down to the branch and section levels based on how the programs will look effective July 1, 2007.
- Unveil the new logos for CDPH and DHCS. Revise forms and letterhead for both departments using the new logos.
- Establish new accounting systems codes for CDPH.
- Establish new petty cash funds for programs within both departments.
- Establish new Mail Stop codes and Post Office boxes relative to the reorganization.

- Update Records Retention Schedules for transferring vital records to the State Records Center. Purge administrative and program files according to updated retention schedule and state policy.
- Complete the reclassification and hiring processes for positions redirected to effect the reorganization.

Executive Recruitment

- Complete the recruitment and selection processes for the remaining CDPH and DHCS executive vacancies
- Announce executive appointments.

Interagency Agreements, Memoranda of Understanding and Contracts

- Draft language for critical Interagency Agreements (those involving reimbursement for services between the departments) and obtain approval from the Department of General Services.
- Draft language for Memoranda of Understanding and obtain approval from the Department of General Services.
- Work with program contractors and grantees to determine if any action is needed to continue services and funding after the department splits. Draft contract/grant language as needed.
- Process contracts/grants and amendments to continue uninterrupted program services and funding.

Space

- Complete renovation of space for CDPH Director's Office.
- Move CDPH executive staff into new Director's Office.
- Move other staff according to the Master Move Schedule (June – September 2007).

Information Technology

- Test for proper operation of Blackberry, encryption, anti-spam, fax, and Outlook Web Access services.
- Replicate IT applications on servers dedicated to each department, test, put into production.
- Implement email address change.
- Test web infrastructure, Internet websites and connectivity.
- Populate CDPH and DHCS Internet websites.

Public Health Advisory Committee

- Governor announces his appointments to the PHAC.
- Convene the first meeting of the PHAC (mid-September 2007).

May 22, 2007